

## **CITY OF BURBANK**

### **RANGEMASTER ASSISTANT**

#### **DEFINITION**

Under direction, to assist in the overall operation of the range; to serve as the Rangemaster in his/her absence; and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assists in the operation of firing range facilities; constructs, operates, and repairs range equipment and accessories; performs general maintenance work to keep range clean and orderly; sets up and assists in the administration of the physical agility course for Police Officer applicants; demonstrates and instructs in firearm, non-lethal and chemical weapon operation, safety, and tactics; inspects, tests, alters, repairs, and destroys weapons; maintains records of firearm destruction; advises Police Department staff on weapon-related matters; transports trustees assigned to work at the range; prepares and maintains training documentation; supervises the operation of the Police Department firing range in the Rangemaster's absence; may supervise the work of trustees; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - the operation of a firing range; firearm safety and tactics;; knowledge of State and Federal codes regarding weapon destruction.
- Ability to - perform carpentry, electronic work, and welding ability to instruct in the use of firearms; communicate effectively, both verbally and in writing; ability to maintain records; establish and maintain effective working relationships with supervisors, fellow employees and the public.

**Education/Training:** Six months experience working in Police firearms training. NOTE: Experience as a full-time paid (general) basic POST certified Police Officer may substitute for the required work experience at a rate of two (2) months credit for each year as a Police Officer.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.